

COMMON ACRONYMS

Below is a list of commonly used acronyms within the Tennessee Department of Labor and Workforce Development as it pertains to this document.

DPSA	Division of Postsecondary School Authorization
ETPL	Eligible Training Provider List
LWIA	Local Workforce Investment Area (Please see pages 21-22 for all LWIAs)
SACS	Southern Association of Colleges and Schools
TBR	Tennessee Board of Regents
TCAT	Tennessee College of Applied Technology
THEC	Tennessee Higher Education Commission
TDLWD	Tennessee Department of Labor and Workforce Development
WIOA	Workforce Innovation and Opportunity Act of 2014 (supersedes the Workforce Investment Act of 1998)

This document is to aid a prospective institution through the steps in completing and submitting a new provider application. Prior to submitting an application, your institution must meet the required state approval to be considered for placement onto the *Eligible Training Provider List (ETPL)*. This means an institution is required to have the authorization to operate in the State of Tennessee by a state authorizing or governing body. **This applies to in-state and out-of-state institutions.** Examples of such entities are the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), and the Southern Association of Colleges and Schools (SACS).

Note to Out-of-State Providers

For out-of-state institutions, having the proper authorization within your own state does not give the proper needed authorization to offer training to Tennessee students. Therefore you must obtain this authorization before being considered for placement onto Tennessee's Eligible Training Provider List. Many out-of-state institutions fall under the oversight of the Division of Postsecondary School Authorization (DPSA) with the Tennessee Higher Education Commission (THEC). For more information on DPSA and their authorization process, please review the website below.

<http://www.state.tn.us/thec/Divisions/LRA/PostsecondaryAuth/psa.html>

Step 1: Access the Log In Page – <https://www.jobs4tn.gov>

If you are an individual who needs online access for an existing provider or would like to submit an application to become an eligible training provider, you will need to register by clicking the “Not Registered Yet?” link found in the sign in box on the jobs4tn home page as seen below.

The screenshot shows the JOBS4TN ONLINE homepage. At the top, there is a header with the logo, social media links, and 'The Source Labor Market Information'. Below the header is a large photo of a group of people in a workshop. Overlaid on the photo is a login box with fields for 'Username' and 'Password', a 'Sign In' button, and a link labeled 'Not Registered Yet?'. A red box highlights the 'Not Registered Yet?' link, and two red arrows point to it from the left and right. Below the login box is a 'SEARCH FOR A JOB' section with input fields for keyword, employer name, city, and radius, and a 'Search' button. At the bottom, there is a 'LATEST NEWS AND ANNOUNCEMENTS' section and a navigation menu with categories: JOB SEEKER SOLUTIONS, BUSINESS SOLUTIONS, LABOR MARKET INFORMATION, SPECIAL SERVICES, and RESOURCES.

Step 2-1: Register

After clicking the “Not Registered Yet?” link you will be directed to a page yielding several registration options. As a prospective new training provider, you will want to select the “Provider” link found in the “Option 2 – Create a User Account” box.

Option 2 - Create a User Account

If you would like to become a fully registered user with JOBS4TN.GOV and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on the [Why Register?](#) page.

Register and create a user name and password if you would like your information choices to be saved as you go through *The Source*. Saving these choices will help you move quickly as you use the system this time and in the future.

[Individual](#) - Register as this account type if you are an individual and wish to search for the latest job openings, post a resumé online, find career guidance, search for training and education programs, find information on local employers, etc.

[Employer](#) - Register as this account type if you represent an employer and wish to post job openings online, search for candidates for your jobs, view local industry or labor market information, etc.

[Analyst](#) - Register as this account type if you are a labor market information or economic development professional looking to analyze area, occupation, and industry data over different geographical regions and time periods.

[Provider](#) - Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIA approval for specific courses.

Option 3 - Forgot User Name or Password

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

As a prospective training provider, you will want to select the second option stating that you “need to create a new account for my institution.” Click *Next* after making your selection.

Home Register/Sign in Services for Individuals Services for Employers Labor Market Analysis

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Note: If you are NOT an owner, official representative, or employee of a school, university, or other educational training provider, click “Cancel” to return to the account creation page.

For help click the question mark icon next to each section.

Institution Identification Type

☐ I own, represent, or work for an educational institution (school, university, etc) and wish to be added to my institution's existing account.

☒ I own, represent, or work for an educational institution (school, university, etc) and need to create a new account for my institution.

Cancel Next

Step 2-2: Enter User and Institution Information

* indicates required fields. [?](#) For help click the question mark icon.

Login Information

* User Name: Enter Unique User Name (3 - 20 Characters, letters or numbers)

* Password: Enter Password (8 - 18 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are !, @, #, \$, %, ^, *, (,), ., _)

* Confirm Password:

* Security Question: None Selected Hint to help if you have forgotten your password.

* Security Question Response:

Federal Employer ID

* Federal Employer ID No: Do not enter dashes. Example 999001111

or Social Security Number:

Type of Identification: ☐ Social Security Number ☐ Federal Employer Identification Number

Institution Identification

* Institution Name:

Institution Code/BPA# (if you are a current provider):

Institution Primary Location

* Address 1:

Address 2:

- All information marked with * is required.
- At the time of application only one user will be on file. Although, after an application has been approved, other users can be added by registering as seen above. The additional user(s) would select "I own, represent, or work for an educational institution (school, university, etc) and wish to be added to my institution's existing account" and fill out the information accordingly.
- Please enter your Institution Name exactly as it has been approved by your authorizing/governing body. Please do not abbreviate any parts of it.
- All information entered for your institution must be entered as it has been approved by your authorizing/governing body. Documentation of this approval may be required which you will have to submit to your Local Workforce Investment Area (LWIA) board in order for it to be included with your application.

Continuing to the next screen will take you to a page where your previously entered information has been pre-populated but still allows for edits and additions.

Services for Providers

Demand Occupations

Manage Provider Profile

Manage Provider User Profile

Education Services

Other Services

Assistance Center

Learning Center

Customer Satisfaction Survey

* indicates required fields.

For help click the question mark icon.

Provider Information

* Status: ☐ Active ☒ Inactive

* LWIA Region: State

Linked Employer: [Search For Employer]

Vendor ID:

* FEID/SSN: 991111119

* Provider Name 1: TEST ETPL PROVIDER

Provider Name 2:

* Address 1: 1234 Test Address Drive

Address 2:

Note: By entering the Zip Code first, the system will automatically populate the City and State fields.

* City: Nashville

* State: Tennessee

* Zip: 37201

URL: Enter URL e.g. (http://www.companysite.com)

Type of Business: None Selected

State Use 1:

State Use 2:

State Use 3:

State Use 4:

State Use 5:

- The “Status” and “LWIA Region” fields are pre-set and cannot be changed. These fields can only be changed by staff.
- Fields beginning with “State Use...” are not applicable and should not contain any information.

PROSPECTIVE PROVIDER REGISTRATION

Page 5

Billing Address Information

Populate the Billing Address from: [Provider's Main Address](#)

* Billing Address 1:

1234 Test Address Drive

Provider's Main Address

Billing Address 2:

* Billing City:

Nashville

* Billing State:

Tennessee

* Billing Zip:

37201

* Attention:

Mailing Address Information

Populate the Mailing Address from: [Provider's Main Address](#) | [Provider's Billing Address](#)

* Mailing Address 1:

1234 Test Address Drive

Mailing Address 2:

* Mailing City:

Nashville

* Mailing State:

Tennessee

* Mailing Zip:

37201

* Mailing Attention:

Save

Cancel

- If your billing and/or mailing address information are the same as your previously entered main address, you can populate the Billing Address and Mailing Address fields by clicking the appropriate link (i.e. Provider's Main Address)
- After completing all required fields click "Save"

NEW PROVIDER REGISTRATION

Home Sign Out Services for Individuals Services for Employers Labor Market Information

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My Provider Workspace

- My Provider Dashboard
- My Provider Account
- Directory of Services

Services for Providers

- Manage Institution Programs
- Demand Occupations
- View Reports
- Manage Provider Profile
- Manage Provider User Profile
- Education Services

Other Services

- Communication Center
- Assistance Center
- Learning Center

Enter the required CRS information for this provider. Once you have completed the information, click the Save button. To cancel your changes and return to the previous page, click the Cancel button.

* indicates required fields. For help click the ? icon

CRS Provider Information

Institution Name: TEST ETPL PROVIDER

* Institution Type: None Selected

* Institution Ownership: None Selected

Years in Business:

Disabled Access: ☐ Yes ☐ No

ADA Compliant: ☐ Yes ☐ No

* Institution Description:

* Main Telephone Number: - -

Main Email Address:

Is this a Community College? ☐ Yes ☐ No

* Accreditation: ☐ Yes ☐ No

Accrediting Body: None Selected

Career Assessment Available: ☐ Yes ☒ No

Career Counseling Available: ☐ Yes ☒ No

Job Placement Assistance Available: ☐ Yes ☒ No

Tutorial Services Available: ☐ Yes ☒ No

ESL Courses Available: ☐ Yes ☒ No

None Selected

- None Selected
- Apprenticeship Programs
- Aviation and Flight Schools
- Four-year Colleges and Universities
- Hospital or Health Programs
- JTPA Programs
- Law Enforcement Academies
- Not Available
- Other including Job Corps and Community Organizations
- Private Business and Technical Schools
- Public Adult Schools with occupational programs
- Secondary Schools
- Two-year, Technical and Community Colleges

None Selected

- None Selected
- Not Available
- Private for profit institution
- Private non-profit institution
- Public Institution

None Selected

- Accrediting Bureau of Health Education Schools
- Accrediting Commission for Career Schools/Colleges
- Accrediting Council for Accrediting Associations
- Accrediting Council for Independent Colleges and Universities
- Association of Advanced Rabbinical and Talmudic Studies
- Council on Occupational Education
- Distance Education and Training Council
- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Southern Association of Colleges and Schools
- The Association of Theological Schools in the United States
- The Northwest Association of Schools and Colleges
- Transnational Association of Christian Colleges and Universities
- Western Association of Schools and Colleges

- It is best to answer as many questions and selections as possible, regardless of them being required or not. This aids in your LWIA Board's approval process.
- The Accrediting Body drop-down menu references nationally recognized accrediting bodies. This may not apply to all schools.
- Click "Save" after you have completed all fields on this page.

You will then be taken to your “My Provider Workspace” page. This page will display a summary of information you previously entered and saved.

Use this folder to manage the Provider's general information.

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My Provider Workspace

- My Provider Dashboard
- My Provider Account
- Directory of Services

Services for Providers

- Manage Institution Programs
- Demand Occupations
- View Reports
- Manage Provider Profile
- Manage Provider User Profile
- Education Services

Other Services

- Communication Center
- Assistance Center
- Learning Center

General | **Locations** | **Contacts**

Thank you for registering. Your access request will be reviewed and you will be contacted once your information has been verified. Once your access is approved you will be able to add and maintain your institution's programs and active provider profile. If you have any questions, please contact:

Contact information needs to be provided.

Provider: TEST ETPL PROVIDER

Provider Details

Status:	Inactive
LWIA Region:	State
Linked Employer:	N/A
Vendor ID:	0
Provider Name 1:	TEST ETPL PROVIDER
Provider Name 2:	
Address 1:	1234 Test Address Drive
Address 2:	
City:	Nashville
State:	TN
Zip:	37201
URL:	
Type of Business:	
Bill Address 1:	1234 Test Address Drive
Bill Address 2:	

Step 2-3: Add satellite locations where applicable

My Provider Workspace

- My Provider Dashboard
- My Provider Account
- Directory of Services

Services for Providers

- Manage Institution Programs
- Demand Occupations
- View Reports
- Manage Provider Profile
- Manage Provider User Profile
- Education Services

Other Services

- Communication Center
- Assistance Center
- Learning Center

General | **Locations** | **Contacts**

Provider: TEST ETPL PROVIDER

Status: Active

Provider's Location Details

Location ID	Location Name	Primary Address	Contacts	Active	Action
5783	TEST ETPL PROVIDER	1234 Test Address Drive Nashville TN 37201	None Listed	Active	Edit Contacts

Add Location

Clicking the Locations tab will display information for your institution. The previously entered information can be edited by clicking the “Edit” link in the Action column.

If your school has satellite campuses, you can add these locations by clicking the Locations tab. Click Add Location and fill in all information as you previously did for your main location.

My Provider Workspace

My Provider Dashboard

My Provider Account

Directory of Services

Services for Providers

Manage Institution Programs

Demand Occupations

View Reports

Manage Provider Profile

Manage Provider User Profile

Education Services

Other Services

Communication Center

Assistance Center

Learning Center

* indicates required fields. For help click the question mark icon.

Provider Location Information

* Status: ☒ Active ☐ Inactive

* Vendor ID: [\[Populate with Provider's Vendor ID \]](#) !

* Location Name 1:

Location Name 2:

* Address 1:

Address 2:

* City:

* State:

* Zip:

URL:

Billing Address Information

Populate the Billing Address from:

[Above Address](#) | [Provider's Main Address](#) | [Provider's Billing Address](#)

* Billing Address 1:

Billing Address 2:

* Billing City:

* Billing State:

* Billing Zip:

* Attention:

Step 2-4: Add Contacts Clicking “Contacts” in the Action column on the Locations tab will only display contact persons and not allow for you to edit/add contacts. To add a contact person, click the Contacts tab.

Use this folder to manage the Provider's contact information.

General **Locations** **Contacts**

Provider: TEST ETPL PROVIDER

Location Status: Active

Display contacts associated with the selected location of:
 TEST ETPL PROVIDER - 1234 Test Address Drive Nashville TN 37201

Provider's Contact Details

You currently have no saved contacts

Add Contact

Select the location from the drop-down menu in which you would like to add a contact person for. Locations added via the “Locations” tab will display in the drop-down menu. After selecting the location, click “Add Contact.”

Add a new provider contact

* indicates required fields. For help click the question mark icon.

Contact Information

* Status: ☒ Active ☐ Inactive

* First Name:

Middle:

* Last Name:

Contact Title:

* Telephone: - - Ext:

Fax: - -

Selected	Location ID	Location Name	Location Address	Contact Type
<input checked="" type="checkbox"/>	5783	TEST ETPL PROVIDER	1234 Test Address Drive Nashville, TN 37201	Primary

E-mail Address

Primary E-mail:

Primary
 Primary
 Alternate
 Training
 Service
 Administrative
 Finance

- Provide information associated with the contact person.
- Click the applicable location check box(es) associated with the contact person.
- Select the appropriate contact type from the drop-down menu.
- It is always best to fill in as much information as possible regardless of whether the field is required or not.
- There is a Notes field for you to enter any pertinent information regarding the entered contact person.
- Once your contact person's information is saved, it will display on the Contacts tab as seen below.

The screenshot shows the 'My Provider Workspace' interface. On the left is a sidebar with navigation links: 'My Provider Dashboard', 'My Provider Account', 'Directory of Services', 'Services for Providers' (with sub-links: 'Manage Institution Programs', 'Demand Occupations', 'View Reports', 'Manage Provider Profile', 'Manage Provider User Profile', 'Education Services'), and 'Other Services' (with sub-link: 'Communication Center'). The main content area has three tabs: 'General', 'Locations', and 'Contacts'. The 'Contacts' tab is active, showing 'Provider: TEST ETPL PROVIDER' and 'Location Status: Active'. Below this is a dropdown menu labeled 'Display contacts associated with the selected location of:' with 'Any Location' selected. A section titled 'Provider's Contact Details' contains a table with one contact entry. At the bottom of this section is an 'Add Contact' button.

Contact ID	Contact Name	Location	Telephone	Location Status	Action
712	Jane Doe	TEST ETPL PROVIDER - Primary	615-555-1234	Active	Edit Locations

Step 3-1: Add Programs

You will want to add all programs you would like to go before your Local Workforce Investment Area (LWIA) board for approval. It is best to communicate with your LWIA beforehand (see pages 21-22 for your LWIA's contact information) in order to make an informed decision as to which programs to submit with your application.

Home Sign Out Services for Individuals Services for Employers Labor Market Analysis

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My Provider Workspace

- My Provider Dashboard
- My Provider Account
- Directory of Services

Services for Providers

- Manage Institution Programs**
- Demand Occupations

Use this folder to manage the Provider's program and service information.

Provider: TEST ETPL PROVIDER
Show **Active** services

Self Service Education Program Details

To sort on any column, click a column title.

Service Name	Service Description	Status	Review Status
No data available			

Add Self Service Education Program

To add a program:

- Click the “Manage Institution Programs” link found in the “Services for Providers” section of the left side bar.
- Click the “Add Self Service Education Program” button link

My Provider Workspace

- My Provider Dashboard
- My Provider Account
- Directory of Services

Services for Providers

- Manage Institution Programs
- Demand Occupations
- View Reports
- Manage Provider Profile
- Manage Provider User Profile
- Education Services

Other Services

- Communication Center
- Assistance Center
- Learning Center

** indicates required fields.* [For help click the question mark icon.](#)

Provider: TEST ETPL PROVIDER

General Information

* Status: ☒ Active ☐ Inactive

* CIP Code: None Selected
[\[Search for CIP code \]](#)

* Program / Service Name: Truck Driving

Program / Service Description:
(2000 characters max.)

Green Job Training: ☐ Yes ☐ No [What is a green job?](#)

* WIA Program: ☐ Yes ☒ No

Completion Level: None Selected

* Attain Credential: None Selected

Other, Specify:

Certification / License Title:

Certification / License Type:
☐ National Certification or License
☐ State Certification or License
☐ Regional Certification or License
☐ Certification or License Does Not Apply

* Date Program First Offered: [Today](#) (mm/dd/yyyy)

Pell Grant Eligible: ☐ Yes ☐ No

When filling in your program information you will need to select the “Search for CIP Code” link in order to fill in the CIP Code information for your program of study. There are several options you may use to search for the appropriate CIP Code. In the example below, the “Programs by Keyword” tab is used to obtain the CIP Code.

? For help click the question mark icon.

[Programs by Keyword](#)
[Programs by Program Area](#)
[Program Listing](#)
[Programs by Occupation](#)
[Programs by Career Cluster](#)
[Programs by Program Code](#)

Search for a program by keyword(s)

Type your keywords in the box and click the *Search* button.

transportation

[\[Keyword Search Options \]](#)

Search

Click [Program Listing](#) to see an alphabetical list of all available program titles.

Type in your keyword in the box and click “Search.” The results will display. From this list, select the most appropriate option by clicking the program. It will then populate the “CIP Code:” field.

[Programs by Keyword](#)
[Programs by Program Area](#)
[Program Listing](#)
[Programs by Occupation](#)
[Programs by Career Cluster](#)
[Programs by Program Code](#)

Search for a program by keyword(s)

Here is a list of programs that matched your keyword search. The table below also indicates whether the keyword was found in the title or description of each program. To select a program, click on its title.

Program	Program Title	Program Description	CIP Title	CIP Description
Air Transportation, Other. (490199)			✓	✓
Marine Transportation, Other. (490399)			✓	
Railroad and Railway Transportation. (NEW) (490208)			✓	
Traffic, Customs, and Transportation Clerk/Technician. (520410)			✓	
Transportation and Materials Moving, Other. (499999)			✓	
Transportation/Transportation Management. (520209)			✓	✓
Ground Transportation, Other. (490299)			✓	
Transportation and Highway Engineering. (140804)			✓	
Aeronautics/Aviation/Aerospace Science and Technology, Gener (490101)				✓
Civil Engineering, General. (140801)				✓
Hydraulics and Fluid Power				✓

* Status: ☒ Active ☐ Inactive

* CIP Code: 490299 - Ground Transportation, Other.
[\[Search for CIP code \]](#)

* Program / Service Name:

Truck Driving




Program / Service Description: Any instructional program in vehicle and equipment

- In order for a program to be approved as being a WIA eligible program you must select Yes for “WIA Program”
- When entering program information, enter it exactly as it has been approved by your (TN) state authorizing/governing body (i.e. THEC, TBR, SACS, etc)
- Do not submit programs that have not been approved by your authorizing/governing body
- It is always best to complete as many fields as possible, regardless of them being required or not
- Once all information has been entered click Save
- After you have saved your information, you will see a summary page with fields to add program information

Step 3-2: Add Occupation Details

State Approving Agency 07/01/2015 Approval Expiration Date:										
Staff Created ID: [3111555] Date Created: 11/25/2014 Staff Last Edited ID: [3111555] Date Last Edited: 11/25/2014 [Edit Program / Service Details]										
Program / Service Occupations <table border="1"> <thead> <tr> <th>Code</th> <th>Occupation Title</th> <th>Provider Title</th> </tr> </thead> <tbody> <tr> <td colspan="3">No data available</td> </tr> <tr> <td colspan="3"> [Edit Occupation Details] </td> </tr> </tbody> </table>		Code	Occupation Title	Provider Title	No data available			[Edit Occupation Details]		
Code	Occupation Title	Provider Title								
No data available										
[Edit Occupation Details]										

Click on “Edit Occupation Details” under Program/Service Occupations

 My Provider Workspace My Provider Dashboard My Provider Account Directory of Services Services for Providers Manage Institution Programs Demand Occupations	<p>Select the Occupations for this program from the list below. If an Occupation is selected that is not indicated as being in Bright Outlook, please provide evidence that it is in Bright Outlook.</p> <p> For help click the question mark icon.</p> <p>Provider: TEST ETPL PROVIDER Program: Truck Driving Cipcode: 499999</p> <p>BRIGHT OUTLOOK Indicates a bright outlook occupation.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Occupation Title</th> <th>Provider Title</th> </tr> </thead> <tbody> <tr> <td colspan="3">No occupations exist for the CIPCODE selected.</td> </tr> </tbody> </table> <p>Cancel</p>	Code	Occupation Title	Provider Title	No occupations exist for the CIPCODE selected.			 GOVERNOR Bill Haslam
	Code	Occupation Title	Provider Title					
	No occupations exist for the CIPCODE selected.							

From here you are to select all applicable occupations. If none exists, click Cancel and continue app

Step 3-3: Add Cost Details To add cost information select the “Edit Cost Details” link under “Program/Service Cost Details and follow the links as displayed

Program / Service Cost Details

Cost Title	Cost Value
No data available	
Total Amount	\$0.00

[[Edit Cost Details](#)]

Service Cost Information

Please ensure that the amounts entered are the costs for 12 Months
Note: \$0.00 is permitted for cost fields in the Self Service Education Services cost details screen.

* Add Cost Items [[Add Cost Items](#)]

* Total Amount: \$ 0.00

Save Cancel

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Click on any cost item below to select it.

Code	Item
149	Total CRS Training Costs

Close Window

Provider: TEST ETPL PROVIDER
Program/Service: Truck Driving

Service Cost Information

Please ensure that the amounts entered are the costs for 12 Months
Note: \$0.00 is permitted for cost fields in the Self Service Education Services cost details screen.

* Add Cost Items [[Add Cost Items](#)] **Select**

* Total CRS Training Costs: \$ 0.00

* Tuition/Fee: \$ 0.00

* Books: \$ 0.00

* Tools: \$ 0.00

* Other Costs: \$ 0.00

Comments:

* Total Amount: \$ 0.00

Save Cancel

- Enter all known cost information (Tuition, Books, etc.)
- To add a line item not listed, click on the “Add Cost Items” link
- If amount is entered in “Other Costs,” please provide an explanation of what the other costs are in the comments box
- Save when complete

Step 3-4: Select Applicable Locations You must select the location(s) where the entered program is offered. If you’ve only submitted one campus location then this is what you will select. If you entered additional locations (via the Locations tab) then these will become options on this page.

Program / Service Locations

Address	Bill Address
No data available	

[[Edit Location Details](#)]

Please select the location(s) to be associated to this program / service.

* indicates required fields. For help click the question mark icon.

Program / Service Locations

Provider: TEST ETPL PROVIDER
Program / Service: Truck Driving

Selected	Location Name	Location Address	Billing Address
<input checked="" type="checkbox"/>	TEST ETPL PROVIDER	1234 Test Address Drive Nashville, TN 37201	1234 Test Address Drive Nashville, TN 37201

[[Save](#)] [[Cancel](#)]

Step 3-5: Select Program / Service Skills by clicking the “Edit Program Skills” link

Program / Service Skills

Selected Skills
No data available

[[Edit Program Skills](#)]

Program: Truck Driving
Cipcode: 490299

Skill Category

Select a category for additional skills: None Selected

Program Skills

[\[Check All\]](#) [\[Uncheck All\]](#)

None Selected

None Selected

General Skills

Computers & Mathematics

Construction

Education & Social Services

Entertainment & Media

Financial Services

Agriculture & Wildlife

Healthcare

Legal & Protective Services

Management & Office Services

Science & Engineering

Service & Sales

Skilled Trades

Transportation

- Select the appropriate category from the drop-down menu

Skill Category

Select a category for additional skills: Transportation

Program Skills

[\[Check All\]](#) [\[Uncheck All\]](#)

Skill Description
<input type="checkbox"/> adhere to government aviation regulations
<input type="checkbox"/> analyze factors such as weather reports to determine air routes
<input type="checkbox"/> attach or mark identification onto products or containers
<input type="checkbox"/> calculate sighting of land using chart or sounding devices
<input type="checkbox"/> captain water vessels
<input type="checkbox"/> compare shipment contents to records
<input type="checkbox"/> complete record of production
<input type="checkbox"/> compute position, set course, or determine speed of vessel
<input type="checkbox"/> conduct preflight or in-flight tests or checks of aircraft equipment
<input type="checkbox"/> coordinate flight activities with ground personnel

- Select the applicable skill description options that apply to the program by clicking the box(es) that apply
- There is also an option to select all options within the Skill Description box. This can be done by clicking the "Check All" link
- Click the Save button found at the bottom of the screen when complete

Step 3-6: Enter Program Performance Information

Program / Service Performance

PY	Program	Completion Rate	Employment Rate	Employment Rate Related Occupation	Average Wage
No data available					

[[Edit Program Performance](#)]

- Click the “Edit Program Performance” link to add performance information for your program
- You will need to enter performance data for the most recent full year which you are to select from the “Program Year:” drop-down menu

* Program Year: 2013 ▼

Program	Completion Rate	Employment Rate	Employment Rate Related Occupation
Overall	0.00 %	0.00 %	0.00 %
WIA	0.00 %	0.00 %	0.00 %

Program / Service Performance Summary

Total number of program participants who exited the program during the program year.

0

Total number of program participants who completed (earned certificate, diploma, etc.) the program in the program year.

0

Total number of program exiters (earned certificate, diploma, etc.) who obtained unsubsidized employment after completion of the program.

0

Total number of program completers (earned certificate, diploma, etc.) who obtained unsubsidized employment in a related area after completion of the program.

0

Average hourly wage of all completers employed in the calendar quarter following their completion quarter.

\$ 0.00

- Programs being submitted for approval will not have WIA performance information
- Please provide a short description as to how your performance is measured in the box provided
- Once complete, click the Save button
- It is important to enter this information as it is used by the Local Workforce Investment Area Boards in their decision making process when approving new programs and providers

Step 4: Confirm Your Application

Program / Service Application Confirmation

Agreed to the confirmation statement: No
Submit program for WIA Approval: No

[\[Edit Confirmation \]](#)

- Click the “Edit Confirmation” link

Program / Service Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

☐ Yes, I agree to the above statement.

Indicate if you want to submit this program for WIA Review and Approval at this time::

☒ Yes, submit this program for WIA Approval.
☐ No, do not submit this program for WIA Approval

- You must agree to the printed stated in order to submit your application for approval
- After selecting the check box in agreement with the statement you may submit your application by selecting the radio button next to “Yes, submit this program for WIA Approval.”
- Click “Save” when done

Review Status: To see the status of your application, log in and look in the “Program / Service Review Status” box. Here you will be able to view any items you failed to submit in your application along with the approval status of your program.

Program / Service Review Status

This program / service has not been reviewed.

Program/Service Occupations have not been entered.

WIA-Program has not been enabled for ITA-Approved Status.

Review Date:
Application Status: Applied For
Review Status: Not Reviewed
Reapplication Date:

Step 5: Submit documentation to your LWIA

After you have submitted your application for approval you will need to submit all supporting documentation to the LWIA where your institution is located. The LWIA contacts are listed below. At minimum, you will need to submit documentation of your school's approval to operate and offer training within the state of Tennessee. All institutions authorized by the Division of Postsecondary School Authorization with the Tennessee Higher Education Commission (THEC) are to provide a copy of the institution's Certificate of Authorization along with a copy of any program approval letters that apply to the programs submitted in the prospective provider's application. The program approval letter(s) should show the approval of your program's name, cost, length and credential. Please note that your supporting documentation aids your LWIA in their approval process. If you have any questions regarding documentation please contact your LWIA listed below.

LWIA 1 - Alliance for Business & Training

[Serving Carter, Johnson, Sullivan, Washington & Unicoi Counties]

- Malenia Truelove, mtruelove@ab-t.org
- Cindy Martin-Hensley, chensley@ab-t.org
- Kathy Pierce, kpierce@ab-t.org

LWIA 2 - Walters State Community College

[Serving Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Sevier & Union Counties]

- Don Shadow, Joseph.Shadow@ws.edu, (423) 587-7036
- Fax: (423) 585-6769
- 500 S Davy Crockett Pkwy, Morristown, TN 37813

LWIA 3 - Workforce Connections

[Serving Knox County]

- Ray Abbas, Ray.Abbas@tnccknnox.org

LWIA 4 - East Tennessee Human Resource Agency

[Serving Anderson, Blount, Campbell, Cumberland, Loudon, Monroe, Morgan, Roane & Scott Counties]

- April Beaty, abeaty@ethra.org
- Melinda Watson, mfrost@ethra.org

LWIA 5 - Southeast Tennessee Development District

[Serving Bledsoe, Bradley, Hamilton, McMinn, Marion, Meigs, Polk, Rhea & Sequatchie counties]

- Anna Smith, annas@sedev.org

LWIA 6 - Workforce Solutions

[Serving Bedford, Coffee, Franklin, Grundy, Lincoln, Moore & Warren Counties]

- Gary Morgan, gmorgan@workforcesolutionstn.org

LWIA 7 - Upper Cumberland Human Resource Agency

[Serving Cannon, Clay, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, VanBuren & White Counties]

- Pat Callahan, pcallahan@uchra.com
- Luke Collins, lcollins@uchra.com

LWIA 8 - Workforce Essentials

[Serving Cheatham, Dickson, Houston, Humphreys, Montgomery, Robertson, Stewart, Sumner & Williamson Counties]

- John Watz, jwatz@workforceessentials.com, (931) 905-3502
- Fax: (931) 551-9026
- 523 Madison Street, Clarksville, TN 37040

LWIA 9 - Nashville Career Advancement Center

[Serving Davidson, Rutherford, Trousdale, & Wilson Counties]

- Terry Corbin, Terry.Corbin@Nashville.gov
 - Fax to (615)862-8910 if documentation is unable to be emailed

LWIA 10 - South Central Tennessee Workforce Board

[Serving Giles, Hickman, Lawrence, Lewis, Marshall, Maury, Perry & Wayne Counties]

- Brenda Sewell, Brenda.Sewell@sctworkforce.org

LWIA 11 - Southwest Tennessee Human Resource Agency

[Serving Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, McNairy & Madison Counties]

- April Brown, aprilb@swhra.org
- Lucy Locke, elocke@swhra.org
- Fax: 731-983-3149
- P. O. Box 264, Henderson, TN 38340

LWIA 12 – Northwest Tennessee Workforce Board

[Serving Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Lauderdale, Obion, Tipton & Weakley Counties]

- Pamela Merritt, merritt@nwtworks.org
- Jennifer Bane, jbane@nwtworks.org

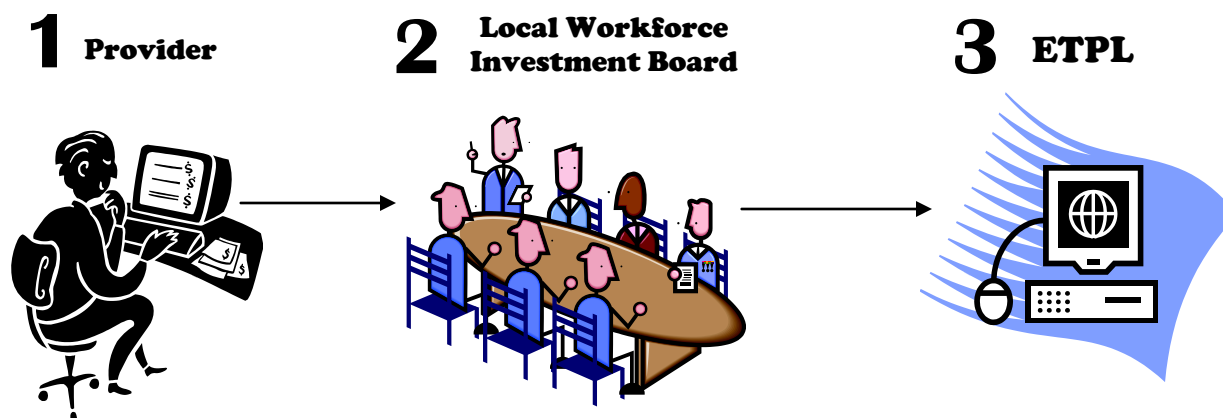
LWIA 13 - Workforce Investment Network

[Serving Fayette & Shelby Counties]

- Martha Mooneyhan, martha.mooneyhan@workforceinvestmentnetwork.com

Step 6: Processing Your Application & Waiting on a Response

After your application has been submitted, it goes to your Local Workforce Investment Area Board to be processed and voted on for possible placement onto the Eligible Training Provider List.



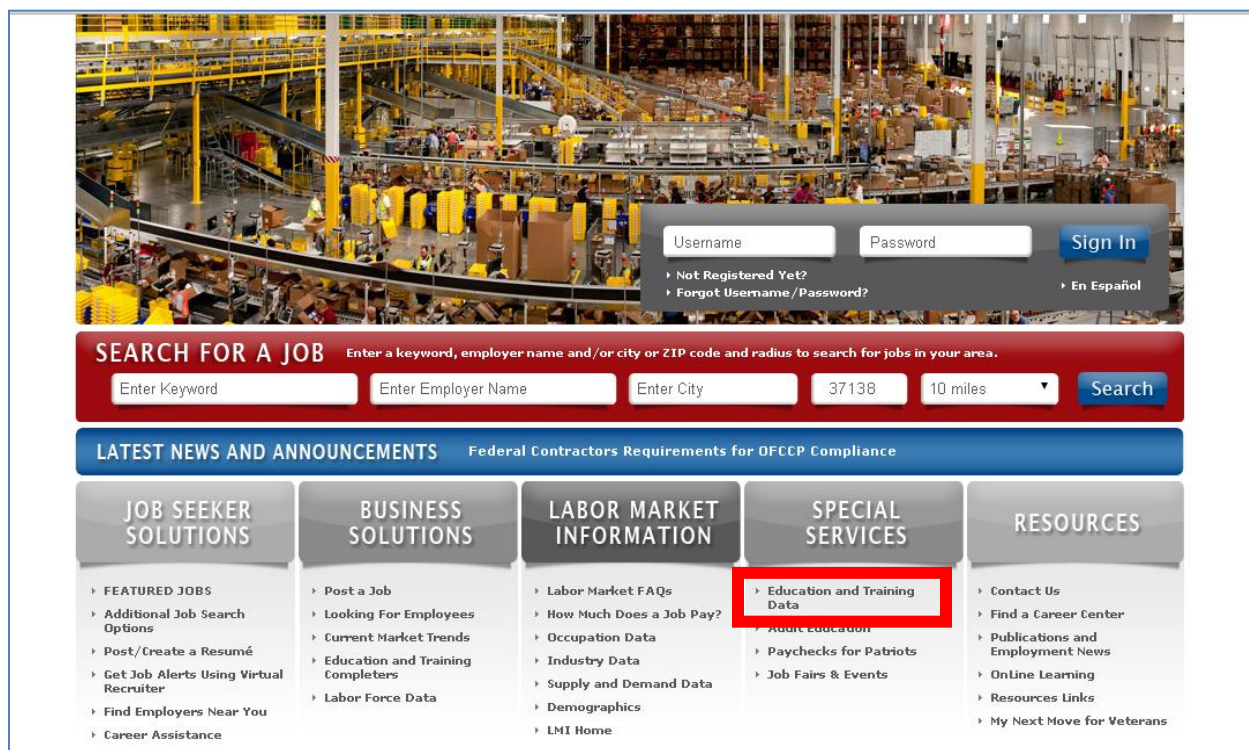
Wait for LWIB Response

The wait time between submitting a New Provider Application and receiving a response from your LWIB depends on several different factors. Two of those factors are the meeting schedule of your LWIB and your date of submission. If your application is submitted after your LWIB has met, you must wait until their next meeting to obtain a decision on your addition to the ETPL. Thus, to expedite the approval process, contact your LWIB for information concerning their application deadlines. To find the contact information for your LWIB, please reference pages 21-22 above or visit http://www.tn.gov/labor-wfd/cc/ccareas_local.htm for additional contact information.

Each LWIB is geographically different and creates their own criteria of approval based on numerous factors. Information regarding your LWIB's criteria for approval should be obtained directly from your LWIB.

Step 7A: Your LWIB Has Approved Your New Provider Application

If the LWIB approves your institution and programs, they will appear on the ETPL. Your institution and associated information will appear on the ETPL exactly as you submitted it in your application. Please note that your LWIB does not have to approve your application in its entirety. For example, they may approve two of your submitted programs but deny the remaining programs. After being added to the ETPL, you are visible on the ETPL statewide. To view your institution on the ETPL, visit www.jobs4tn.gov and click the "Education and Training Data" link under the Special Services column.



The screenshot displays the homepage of the jobs4tn.gov website. At the top, there is a large banner image of a warehouse interior. Below the banner, there is a login section with fields for "Username" and "Password", a "Sign In" button, and links for "Not Registered Yet?" and "Forgot Username/Password?". To the right of the login section is a link for "En Español". Below the login section is a red "SEARCH FOR A JOB" bar with a search prompt and input fields for "Enter Keyword", "Enter Employer Name", "Enter City", "37138", and "10 miles", along with a "Search" button. Below the search bar is a blue "LATEST NEWS AND ANNOUNCEMENTS" section with a link for "Federal Contractors Requirements for OFCCP Compliance". Below the news section is a grid of five main categories: "JOB SEEKER SOLUTIONS", "BUSINESS SOLUTIONS", "LABOR MARKET INFORMATION", "SPECIAL SERVICES", and "RESOURCES". Each category has a list of links. The "SPECIAL SERVICES" category is highlighted with a red box, and its link "Education and Training Data" is also highlighted with a red box.

JOB SEEKER SOLUTIONS	BUSINESS SOLUTIONS	LABOR MARKET INFORMATION	SPECIAL SERVICES	RESOURCES
<ul style="list-style-type: none"> FEATURED JOBS Additional Job Search Options Post/Create a Resumé Get Job Alerts Using Virtual Recruiter Find Employers Near You Career Assistance 	<ul style="list-style-type: none"> Post a Job Looking For Employees Current Market Trends Education and Training Completers Labor Force Data 	<ul style="list-style-type: none"> Labor Market FAQs How Much Does a Job Pay? Occupation Data Industry Data Supply and Demand Data Demographics LMI Home 	<ul style="list-style-type: none"> Education and Training Data Adult Education Paychecks for Patriots Job Fairs & Events 	<ul style="list-style-type: none"> Contact Us Find a Career Center Publications and Employment News OnLine Learning Resources Links My Next Move for Veterans

From here you can click the “Training Providers and Schools” link to search or view providers.

TN.GOV
TENNESSEE GOVERNMENT

Please select from the Education Services options listed below.

GOVERNOR Bill Haslam

My Individual Workspace

- My Dashboard
- How We Can Help You >
- Employment Strategy
- Directory of Services

Quick Menu

- Job Search
- Resumé Builder

Services for Individuals

- Career Services >
- Job Seeker Services >
- Education Services >
- Labor Market Services >

Training Providers and Schools - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.

Training and Education Programs - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.

Education Program Completers - Select this option to review the number of students that complete training and education programs for an occupation.

Financial Assistance Links - Select this option to explore potential sources of financial assistance for training programs that you may be interested in.

Online Learning Resources - Select this option to explore websites that offer a variety of free online learning and training courses that you can use to expand your knowledge and skills.

Education Profile Informer - Select this option to access labor market information on education programs in a selected area.

From here you can enter your school’s name in the Keyword search box and click Search or select your school’s name via the Provider Listing tab.

TN.GOV
TENNESSEE GOVERNMENT

Please click a link on one of the tabs below to choose the method you wish to use to select training and education providers.

GOVERNOR Bill Ha

My Individual Workspace

- My Dashboard
- How We Can Help You >
- Directory of Services

Quick Menu

- Job Search
- Resumé Builder

Services for Individuals

- Career Services >
- Job Seeker Services >
- Education Services >
- Labor Market Services >
- Learning Center
- Unemployment Services >

Other Services

- Assistance Center >
- Learning Center

Provider Search

Provider Listing

For help click the question mark icon.

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the **Search** button.

Search Criteria

Area (click to change): [Tennessee](#)

Keyword (e.g. State University): [\[Keyword Search Options \]](#)

Provider Type:

Provider Ownership:

Workforce Investment Act Eligible Training Provider:

Location Type:

Program provides training for [Green Jobs?](#)

[\[Reset Criteria \]](#)

Search

After selecting your school you will be able to see details of all provider and program information.

- After being added to the ETPL, all 13 LWIAs are notified via email of your institution's addition to the ETPL.
- All approved ETPL providers are responsible for submitting quarterly report information to the state office. The provider's contact person will be emailed and provided the following documents and information:
 - Performance and Reporting Requirements, which describes each training provider's reporting responsibility along with other pertinent information.
 - Blank Quarterly Report Template
 - All training providers that appear on the ETPL are required to submit data quarterly to the TDLWD in the form of a quarterly report.
 - Quarterly Report Formatting Instructions to aid in completing your quarterly report.
 - Exemption Claim Form to be used for quarterly report submission until a WIA student enrolls at your institution. After the enrollment of your first WIA student you will begin to submit quarterly reports.

Step 7B: Your LWIA Board Has Denied Your New Provider Application

If you are denied access to the Eligible Training Provider List (ETPL) you have the option to appeal your Local Workforce Investment Area (LWIA) Board's decision. The policies detailed below govern the ETPL appeal process.

A. Appeals to Local Board [WIA Section 122(g)]

- (1) Local Boards must have a written appeal process that includes the following provisions:
 - (a) A Provider wishing to appeal a decision by a Local Board must submit an appeal to the Local Board within 30 days of the issuance of the denial notice. The appeal must be in writing and include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate Provider official.
 - (b) The Local Board appeal process must grant the Provider the opportunity to directly address the reasons for denial either in writing or through an appeal hearing.
 - (c) The Local Board must have 1-3 impartial appeal officers who are responsible for re-evaluating the supplemental materials supplied by the Provider in addressing the initial reasons for denial.
 - (d) The Local Board will notify the Provider of its final decision on an appeal within 30 days of receipt of the appeal.
 - (e) The Local Board appeal notification to the Provider must reference the process for filing a State appeal in the event that the Provider is not satisfied with the outcome of the local appeal.

B. Appeals to the State [WIA Section 122(g)]

This procedure applies only to Providers who have exhausted the appeal process of a Local Board and are dissatisfied with Local Board's final decision.

- (1) A Provider wishing to appeal to the State must submit an appeal request to the State within 30 days from the Local Board's notification to the Provider of their final decision on an appeal. The request for an appeal to the State must be in writing and include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate Provider official.
- (2) The State will promptly notify the appropriate Local Board when it receives a request for appeal. The State will also notify the appropriate Local Board when it makes the final decision on an appeal.
- (3) The State appeal process includes the opportunity for appealing Providers to have a hearing. The hearing officer must be an impartial person. The hearing officer must provide written notice to the concerned parties of the date, time, and place of the hearing at least 10 calendar days before the scheduled hearing. Both parties must have the opportunity to present oral and written testimony under oath; to call and question witnesses; to present oral and written arguments; to request documents relevant to the issues(s), and to be represented.
- (4) The five member State appeals committee, chaired by the hearing officer, will administratively review the appeal, make a preliminary decision, and notify the Provider and the Local Board. The committee can either uphold or reverse the Local Board decision.

The State appeals committee must render a decision within 60 days from receiving the Provider's initial State appeal request.